



## King County

**TRAINING & ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR  
(OCCUPATIONAL EDUCATION AND TRAINING PROGRAM ADMINISTRATOR – SENIOR)  
DEPARTMENT OF ADULT AND JUVENILE DETENTION**

**Annual Salary Range: \$59,164 – \$74, 995**

**Job Announcement: 04PS4749**

**OPEN: 11/29/04**

**CLOSE: Open Until Filled**

**WHO MAY APPLY:** This position is open to King County career service employees, at-will employees, and the general public.

**WHERE TO APPLY:** Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD) Human Resources. Applications may be mailed or hand delivered (please note different addresses below) or e-mailed to [Recruitment.DAJD@METROKC.gov](mailto:Recruitment.DAJD@METROKC.gov). Applications not received at the specified locations by the closing date will not be processed.

**Mailing Address:** K.C. Dept. of Adult & Juvenile Detention, Attn: Human Resources, King County Correctional Facility, 500 Fifth Ave. (M/S: KCF-AD-0600), Seattle, WA 98104.

**Drop Off Location:** KC DAJD Human Resources, King County Courthouse, 516 Third Ave., Rm. E-245, Seattle, WA

**FORMS AND MATERIALS REQUIRED:** [A King County application form and data sheet](#), your resume and a letter of interest. The letter of interest should describe how you meet or exceed the qualifications listed below. The first screening of application will occur after December 15, 2004. Additional screenings may occur until a selection is made. For questions, please contact Pamela Samek at 206-296-1417.

**WORK LOCATION:** The King County Courthouse, located at 500 3<sup>rd</sup> Ave, Seattle, WA; King County Correctional Facility, located at 500 5<sup>th</sup> Ave., Seattle, WA; and/or the Regional Justice Center located at 620 West James St., Kent, WA.

**WORK SCHEDULE:** This career service position is overtime eligible. The normal workweek is Monday through Friday; however, as necessary, evening, weekend and/or holiday work may be required.

**PRIMARY JOB DUTIES:** The Department of Adult and Juvenile Detention is a large corrections organization with over 900 highly skilled and dedicated employees in five locations. While the department provides quality corrections-related services, it is changing to become an innovative partner in transforming the regional criminal justice and corrections systems. The Training and Organizational Development Administrator coordinates the department's employee training and development efforts and provides crucial support to organizational change priorities including team-building, leadership development, change management, and organizational performance measurements.

- Assess the department's needs for organizational and cultural change initiatives and design a plan for meeting these needs;

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- Provide facilitation, coaching, tools, and techniques to promote implementation of organizational and cultural change initiatives;
- Monitor and evaluate organizational and cultural change initiatives;
- Assess employee training needs and develop a training plan for each division in the department;
- Coordinate the delivery of innovative and cost-effective training (e.g., videos and computer-based applications);
- Oversee quality assurance of training to ensure curricula, lesson plans, and other training-related elements adhere to appropriate standards;
- Develop and implement a system for maintaining training records for all employees in the department and reporting progress on meeting training goals;
- Supervise training officer(s) and develop the budget of the training unit;
- Provide advice and direct support to senior management team on matters related to training and organizational development; and
- Coordinate training and professional development with colleagues from within county government and from federal, state, and local agencies.

**QUALIFICATIONS:** Candidates should have a minimum of three years of work experience in a position focused specifically on employee training and organizational development for a large, diverse organization. Candidates should have a strong background in the theories and techniques for training and organizational development. Candidates should also demonstrate that they can conduct assessments, design innovative programs, administer implementation and evaluate progress in the areas of training and organizational development. Candidates should possess effective communication (written and spoken), team-building, facilitation and organizational skills.

The most competitive candidates will have a minimum of three- (3) years of supervisory experience or responsibility for training coordination and organizational development. The most competitive candidates will also have a Bachelor's of Arts or a graduate degree in a related field and possess strong skills using standard productivity software.

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State Driver's License or the ability to travel between department work sites in a timely manner. The candidate selected for this position must successfully complete a thorough background investigation process, including a polygraph examination. **NOTE:** If you were previously unsuccessful in the DAJD background investigation process within the past two years, your application will not be considered at this time.

**UNION MEMBERSHIP:** Positions in this classification are represented by Public Safety Employees Union, Local 519, DAJD Management Association.

**CLASS CODE: 8209**